

**BOROUGH OF ST. LAWRENCE
MEETING MINUTES
THURSDAY, MAY 10, 2018**

ATTENDANCE: Mr. Robert J. May, Council President
Mr. David W. Eggert, Council Vice President
Mr. Rick Davidson, Councilman
Mr. Michael Fritz, Councilman
Mr. Warren Lubenow, Councilman
Mr. Steve Geibel, Councilman

OTHERS IN ATTENDANCE: Ms. Pamela Stevens, SDE, Borough Engineer
Mr. Andrew George, Kozloff Stoudt, Borough Solicitor
Mr. Gregory Zawilla, Borough Mayor
Ms. Allison Leinbach, Borough Manager
Mrs. Susan Eggert, Borough Secretary

ABSENT: Rev. D. Michael Bennethum, Councilman

CALL TO ORDER: The meeting of the St. Lawrence Borough Council was called to order by Council President, Mr. Robert J. May, at 7:30 PM.

APPROVAL OF THE MINUTES: The minutes from the April 12, 2018 meeting were distributed prior to the meeting for review. There were no questions, corrections or clarifications to the minutes. **MOTION:** Mr. David Eggert made the motion to approve the minutes as presented; seconded by Mr. Rick Davidson; all were in favor and the motion carried.

TREASURER'S REPORT: The treasurer's report was distributed to the members of Council prior to the meeting for review. There were no questions, corrections or clarifications to the treasurer's report. **MOTION:** Mr. Warren Lubenow made the motion to approve the treasurer's report as presented; seconded by Mr. Eggert; all were in favor and the motion carried.

GENERAL: \$392,708.34 **SEWER:** \$273,861.65 **RESERVES:** \$74,100.00 **LIQUID FUELS:** \$272,275.88
FIRE TAX: \$40,888.28 **FIRE ESCROW:** \$24,079.30

APPROVAL AND PAYMENT OF THE BILLS: All bills requiring payment and ratification were distributed to the members of Council prior to the meeting for their review. There were no questions, corrections or clarifications to the bills presented. Bills requiring payment and ratification from the general fund totaled \$101,111.04. Bills requiring payment and ratification from the sewer fund totaled \$8,448.24. Bills requiring payment from the fire tax fund totaled \$3,536.37. **MOTION:** Mr. Eggert made the motion to approve all bills presented for payment and ratification from general , sewer and fire tax funds as noted above; seconded by Mr. Michael Fritz; all were in favor and the motion carried.

REPORT OF THE BOROUGH ENGINEER - PAMELA STEVENS

TURKEY HILL - Turkey Hill still has not submitted all of the information needed to do a proper zoning review. Another letter was sent requesting the information however they have paid the \$200 zoning review fee.

UGI - UGI was billed a triple permit fee for a road opening permit since the work was done without a permit. They were supposed to come before Council this evening however no one from UGI was in attendance.

PLANNING COMMISSION - The Planning Commission will meet on June 27, 2018 at 7:30 PM since the Commission has not met since June 2016. The Commission will start to review the SALDO which needs to be updated.

GREEN LIGHT GO GRANT - The Borough needs to do a request for proposal for professional services for engineering design. According to documents from PennDOT we would be able to hire TPD to do the engineering. This will be verified by the Borough Solicitor, Ms. Joan London. **MOTION:** Mr. Eggert made the motion authorizing the Borough Manager to hire Traffic Planning and Design for their professional engineering services after being given the clearance by the Borough Solicitor; seconded by Mr. Davidson; all were in favor and the motion carried.

STORMWATER REVIEWS - Ms. Stevens indicated that Mr. Rhoads has completed the storm water reviews on Hafer Heights, 11 Ranor Court and the cell tower. The Borough needs to contact Ms. London for execution of Operation and Maintenance agreements for these properties. The lower water bar was reviewed by Mr. Rhoads and a report is attached.

SURVEYING OF ADAMS – The area needs to be surveyed. Ms. Stevens had a map showing the area. The recommendation is to get the map sealed, mark out the area of disturbance for the potential leaf dump with rebar to the maximum disturbance area as stated in the agreement with Berks Nature and show the proposed right of way.

LIQUID FUEL MAPPING - SDE has started the investigation into this matter. Ms. Stevens asked if she could get a copy of the Maci Way street dedication.

MID ATLANTIC INTERSTATE TRANSMISSION - Derrek will be taking photos of this area.

MCDONALDS - McDonalds experienced a fryer fire this week. There was no significant damage because the fire suppression system kicked in and did what it was supposed to do limiting the damage.

TREES IN ROW - There are trees in the Borough ROW which existed at the time of dedication of the road. The question was raised as to the Borough's responsibility with regards to maintaining the trees which are a problem. Ms. London will be asked to look into the situation.

9-1-1 ADDRESSING – There is a letter that is attached for review. This will be edited for the newsletter as an article. It appears that the County does not want any letters used in addresses. Mr. Eggert will also look into this from the emergency management coordinator standpoint. Also will need to find out how the County is planning on dealing with the changes and getting it recorded with the Recorder of Deeds office.

REPORT OF THE BOROUGH SOLICITOR - ANDY GEORGE (SUBSTITUTING FOR JOAN LONDON)

CELL TOWER - Mr. George indicated he would like authorization to contact the tax assessment office with regard to the cell tower in order to get the tax assessment changed for the areas that are utilized since currently all of that area is tax exempted. **MOTION:** Mr. Eggert made the motion authorizing Mr. George or Ms. London to contact the tax assessment office with regard to the tax status of the cell tower areas; seconded by Mr. Davidson; all were in favor and the motion carried.

STREETS & LIGHTS

STREET SIGN AT THE BRIDGE - Mr. Geibel indicated that the street sign at the Oley Turnpike Road bridge is still down. This was knocked over by trees which still need to be removed. Ms. Leinbach indicated that Mr. Rhoads is aware and it is on the agenda of items to be completed.

STREET LIGHT AT TEAK AND PATTON STREETS - Mayor Zawilla asked about the street light in this area. Ms. Leinbach noted that the Borough is aware that this street light has not worked for quite a long time and that is an underground wire issue. At this time the Borough is still contemplating whether or not to repair the light or replace it with a solar light. This will be investigated further and discussed at that June meeting.

PLANNING COMMISSION

The Planning Commission has not met since June 2017. It has been discussed and the Commission will meet on June 27, 2018 and will start to review and update the SALDO. Commission members will be sent a reminder e-mail to be sure of the availability of the members.

RECREATION - DAVID EGGERT

The playground summer program will begin on June 18. It was decided to push the opening back one week because the Exeter schools will be going to school until June 13 due to snow make up days.

EMERGENCY MANAGEMENT COORDINATOR - DAVID EGGERT

Mr. Eggert will be reviewing the letter from the Department of Emergency Services so the Borough can further investigate addressing issues.

MUNICIPAL LANDS

Trees were removed from the Borough owned land off of Lynn Avenue and Hunters Run. Trimming and removal of approximately eight trees were done by Herb Davis Tree Service.

INSURANCE

Ms. Leinbach indicated that she is currently reviewing with PIRMA the Borough's insurance policy to be assured that all of the equipment that was purchased recently is covered under the policy.

NEWSLETTER

The next newsletter will be going out the end of May or the first week of June. This newsletter will include information regarding the summer playground program.

LIBRARY LIAISON - WARREN LUBENOW

Mr. Lubenow indicated that the Library is currently reviewing their bylaws. It appears that board members are only allowed to serve two terms on the board. Mr. Lubenow indicated that he has been a board member for more than two years so it is quite possible that the Borough would need to appoint someone new to serve on the board. It was agreed that St. Lawrence Borough would be given one board seat. Mr. Lubenow will update the board's decision at the June meeting.

BOROUGH MANAGER'S REPORT

TAX COLLECTION BY TAX CLAIM - Ms. Leinbach reported that she just became aware of an issue with the collection of delinquent taxes by County Tax Claim. It appears that when the Borough exonerated the tax collector for the collection of the 2016 taxes to be collected by tax claim and the fire tax to be collected by the Borough however the County Tax Claim office continued to bill and collect the delinquent fire tax on behalf of the Borough. The Borough also billed residents for the outstanding fire tax. There are five property owners who paid tax claim and the Borough for the delinquent fire tax and that she will present at the June meeting the residents that need to be reimbursed. This has now been worked out with tax claim that they are not to be collecting delinquent fire tax in the future.

STORM WATER - Mr. Rhoads asked Ms. Leinbach to give SDE and Pamela Stevens a big thank you for all of the work done on the waiver submittal to DEP. Many people from other municipalities offered their congratulations to the Borough.

UNFINISHED BUSINESS

REDISTRICTING MAP RESOLUTION – This sample resolution was forwarded to Ms. London. This will be tabled until the June meeting. The resolution will be sent out to Council to review prior to the meeting.

VOLUNTEER FIRE FIGHTER RELIEF ORDINANCE – This was discussed briefly. Mr. Geibel indicated that he had spoken to Mt. Penn and Lower Alsace and no action has been taken by either of those municipalities. Exeter Township tabled this until their next meeting. It was decided to table this action until Exeter Township actually adopts their ordinance.

EXETER FIRE BOARD OF DIRECTORS - Mr. Fritz indicated that he has spoken to Mr. Chris Chamberlain and was invited to attend a meeting to establish the Board of Directors. Mr. Fritz will attend and then decide whether or not he would like to serve when all the details are worked out with the roles of board members.

CODE ENFORCEMENT LETTERS - Mr. Lubenow asked whether or not the code enforcement letters that were authorized at last month's meeting were sent out; one to Lutz Apartments and the other to the resident at 3531 Jacksonwald Avenue. The letters were not sent to date because other more pressing matters came up during the month. Mr. Lubenow was upset because he feels that this should have been done since it was voted on at last month's meeting.

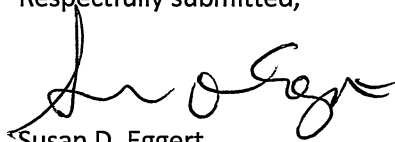
PARKVIEW ROAD RESIDENCE - Mr. Lubenow asked about the property on Parkview Road that has a lot of debris in the yard and around the home. The debris piles are just getting bigger and he wants to know when action will be taken against this property owner. Ms. Leinbach indicated that she will be sending Mr. Rhoads out to take more recent photographs.

3425 ST. LAWRENCE AVENUE - Mr. Lubenow also asked when action was going to be taken against the home on St. Lawrence Avenue with the fallen in garage roof. He felt this was an unsafe structure and asked whether or not we are going to enforce our property maintenance issues. Ms. Stevens explained that there is a process that needs to be followed; SDE can take the lead on this by sending out someone to look at the structure and send a letter to the homeowner. **MOTION:** Mr. Lubenow made the motion authorizing SDE to begin the process with regard to the property at 3425 St. Lawrence with the fallen in garage to force demolition of the structure; seconded by Mr. Robert May; all were in favor and the motion carried.

EXECUTIVE SESSION - Council went into executive session to discuss potential litigation. **MOTION:** Mr. Eggert made the motion to go into executive session to discuss potential litigation; seconded by Mr. Lubenow; all were in favor and the motion carried. Council went into executive session at 8:32 PM. Council came out of executive session at 8:59 PM. The following action was taken by Council following the executive session. **MOTION:** Mr. Eggert made the motion authorizing the Borough Solicitor to go before the PUC and Office of Consumer Protection and rate stabilization committee to discuss sewer rates; seconded by Mr. Davidson; all were in favor and the motion carried.

ADJOURNMENT: MOTION: Mr. Eggert made the motion to adjourn; seconded by Mr. Steve Geibel; all were in favor and the motion carried. The meeting of the St. Lawrence Borough Council adjourned at 9:02 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Susan D. Eggert', written in a cursive style.

Susan D. Eggert
Borough Secretary